

Training Approval Number

Renewal Checklist

Training renewal applications are due 30 days prior to your expiration date. Before sending your request for renewal, please make sure you have included the following documents:

- ◆ Completed, dated, and signed application form. The forms are the same ones used for applying for a trainer number. Please check the box for renewal. There is a separate application for Core of Knowledge and Preservice;
- ◆ Certificates of attendance for 2 quarterly trainer meetings per year, which can include the trainers conference;
- ◆ Certificates, or documentation, showing your attendance at trainings totaling **24 hours** (do not need to send all of your training). For organizations, you must also provide this documentation for each associated trainer. Trainings for child care providers are not accepted;
- ◆ Copy of updated business practices;
- ◆ Current copy of the training certificate used for participants;
- ◆ **Organizations only:** Certificate/Statement of Good Standing from the Maryland Department of Assessments and Taxation (<https://egov.maryland.gov/BusinessExpress/EntitySearch>). You do not need to order a copy; the statement from the website is sufficient; and
- ◆ If applicable, copy of current IACET certificate

Please submit all required documentation to trainingcredential.msde@maryland.gov